

SAMPLE CHILD ABDUCTION/MISSING CHILD REPORT WORKSHEET

WITHOUT DELAY BROADCAST ALL POINTS BULLETIN to all Police Communication Channels, Other Patrol Officers, Other Law Enforcement Agencies						Time of Broadcast:			
DESCRIPTION OF CHILD									
Child's Name		Nickname(s)		Gender		Race/Ethnicity		Citizenship	
				<input type="checkbox"/> Female <input type="checkbox"/> Male					
Age	Date of Birth	Hair Color	Eye Color	Height/Weight	anguages Spoken at Hom	Disabilities			
Clothing at Time of Disappearance:									
Distinguishing Features or Marks									
Medical Conditions:									
CIRCUMSTANCES OF DISAPPEARANCE									
Last Seen By (witnesses)		Relationship		At (location)		t/Around (time)		With (child alone or with others)	
Reason the child is perceived as missing:									
DESCRIPTION OF ALLEGED PERPETRATOR IF KNOWN									
Name		Aliases/Monikers		Gender		Race/Ethnicity		Citizenship	
				<input type="checkbox"/> Female <input type="checkbox"/> Male					
Age	Date of Birth	Hair Color	Eye Color	Height/Weight	Languages Spoken				
Disabilities/Medical Conditions:									
Vehicle Description (make, model, year, color, etc.)		License/State		Occupation		Criminal Record		Relationship to Child	
Notes:									
Clothing at Time of Abduction				Other Observations/Distinguishing Marks/Tattoos					
Residential Address				Work Address					
Potential Destinations:									
Potential Routes of Escape:									
Type of Abduction: <input type="checkbox"/> Non-family <input type="checkbox"/> Family <input type="checkbox"/> International Risk <input type="checkbox"/> Removal from the United States									
RISK ASSESSMENT (Degree of risk that child may be injured, killed or removed from the United States.) Complete risk assessment, then summarize concerns:									

RELEVANT INFORMATION			
Child Victim's Residential Address	Family Status	Legal Caretaker-Custodial Situation	
	<input type="checkbox"/> Intact Two-Parent		
	<input type="checkbox"/> Divorce/Separation		
	<input type="checkbox"/> Step/parent		
Telephone:	<input type="checkbox"/> Out-of-Home Placement		
	<input type="checkbox"/> Other		
School/Day Care:			
Address:			
Grade, Teacher, Telephone #:			
Individuals Living in Child's Household	Relationship to Child	Current Location	Contact Information
INTERNATIONAL RISK (Complete only if indicated)			
Current Passport		Current Foreign Passport	
Country of Origin	Passport #: _____	Passport #: _____	
	Abductor: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown	<input type="checkbox"/> yes Country: _____ <input type="checkbox"/> Dual Citizen	
	Child: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown	<input type="checkbox"/> yes Country: _____ <input type="checkbox"/> Dual Citizen	
Out-of-Country Relatives/Friend	Relationship to Abductor/Child	Country	ontact Information (address, telephone, etc)
BROADCAST UPDATED ALL POINTS BULLETIN to all Police Communication Channels, Other Patrol Officers, Other Law Enforcement Agencies			Time of Broadcast:
NOTIFY APPROPRIATE AGENCIES			
<ul style="list-style-type: none"> • Enter information into computerized systems . • Entries in the DOJ Missing Person System will automatically generate National Crime Information Center (NCIC). • Notify the media and: 			
<input type="checkbox"/> Department of Justice Missing & Unidentified Persons Unit	<input type="checkbox"/> California Highway Patrol	<input type="checkbox"/> Local FBI <input type="checkbox"/> AMBER ALERT	<input type="checkbox"/> National Center for Missing & Exploited Children <input type="checkbox"/> District Attorney Child Abduction Unit
OBTAIN ADDITIONAL EVIDENCE/INFORMATION TO ASSIST IN SEARCH (Recent photograph of child, favorites, fears, how far from home and where the child is accustomed to going on his or her own, etc.)			
DEPARTMENT OF JUSTICE MISSING & UNIDENTIFIED PERSONS UNIT (916) 227-3290			
Federal Bureau of Investigation Los Angeles (310) 996-5000 Sacramento..... (916) 481-9110 San Diego (858) 565-1255 San Francisco..... (415) 553-7400		Missing Children Hotline 1(800) 222-FIND (3463) National Center for Missing & Exploited Children 1 (800) 843-5678 California Highway Patrol or (800) TELL-CHP nearest CHP Communications Center..... (835-5247) District Attorney's Child Abduction Unit..... () -	
Missing Children Organizations:			
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